



## OFFICE OF HOMELAND SECURITY

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### GRANT MANAGEMENT MEMORANDUM

2008-029

**Date:** August 5, 2008

**To:** FY 08 NSGP Subgrantees

**From:** Grants Management Unit

**RE:** FY 2008 Urban Areas Security Initiative Nonprofit Security Grant Program (NSGP) Workshops.

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The Governor's Office of Homeland Security (OHS) is pleased to announce a series of workshops covering proper Financial Management Forms Workbook (FMFW) preparation for and submittal to the FY 2008 NSGP. This FMFW can be downloaded from the OHS website.

[http://www.ohs.ca.gov/grants\\_fiscal\\_reporting.html](http://www.ohs.ca.gov/grants_fiscal_reporting.html) Prior to these workshops subgrantees will be emailed necessary document such as the FMFW, Grant Assurances, Governing Body Resolution and STD 204.

**Since space is limited, please notify OHS staff as soon as possible to reserve a space.**

### Workbook Workshop Dates and Locations

**Monday, August 18**

Glendale Police Department Meeting Room  
131 N. Isabel Street  
Glendale, CA 91206  
10:30am-12:30pm

**Thursday, August 21**

Berkeley Public Library  
South Branch  
1901 Russell Street  
Berkeley, CA 94703  
(cross street - M.L. King Jr. Way)  
1:00pm-3:00pm

## Workshop Agenda

The workshops will run two hours and include a presentation as well as step-by-step instructions on how to fill out the workbook followed by a question and answer session. Please feel free to bring personal laptops to fill out your workbook as we go. We will be providing hard copies of all documents for notes or completion. Attendees will learn how to successfully complete documents and a workbook for FY08 NSGP. The workshop will cover the following:

- Brief description of the Non Profit grant process
- Milestones and due dates
- Step by step explanation of the workbook
- What is new to the UASI NSGP in FY08
- How to avoid common mistakes

NOTE: In order to receive an award letter the following documents must be completed and submitted to OHS:

- Completed FMFW, which includes a signed cover page, and Authorized Agent page;
- Completed Grant Assurances;
- Signed Governing Body Resolution;
- Copy of 501c3 (nonprofit status);
- Completed STD 204 form (payee data record).

Completed documents may be turned in at the workshop.

For further information or to RSVP, please contact Amber Lane at [Amber.Lane@ohs.ca.gov](mailto:Amber.Lane@ohs.ca.gov) (916) 322-2743 or Rakesh Sharma at [Rakesh.Sharma@ohs.ca.gov](mailto:Rakesh.Sharma@ohs.ca.gov) (916) 322-2737

Sincerely,



**John Isaacson**  
Interim Deputy Director  
Grants Management

